

EMPLOYEE AND VOLUNTEER HANDBOOK



BOYS & GIRLS CLUB
OF LAKE TAHOE

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I. PURPOSE OF THIS HANDBOOK

We l c o m e t h e B o y s & G i r l s u b f l a g T a h o . W e a r e e x i t e d t h a t y o u a s p a r t o f t h e a n t t h e l u a b n d a s a p a r t i c i p h a n t i c r a u l b m o v e m e n t . T h e e m p l o y e e a n d v o l u n t e e r b o d i e s i g n e d a m i l e a r i z y o u w i t t h e e x p e c t a d f y o u n p o s s i t t i h o p n o l i a n d e g u l a t i o n s w h i c h u w i b e h e l d a n d h e i g h t s t e a v r d t s h a y o u c a n e x p e i c t r e t u r n .

T h i s a n d b o o k r e s p o e s i c p i r e o s c , e d u a m e d s u , i d e l f i o n e m p l o y e e a n d v o l u n t e e r d u l t i l . s i n c l u d e g s a i l g h a t s a n e m p l o y e e o r v o l u n t e e r s w e l a s a n e m p l o y e e b e n e f s i u t m a r l y f o u h a e q u e s t i o n s o r c l a r i f i r c e a g t a r o d i s t o e n e p l i d d e s c r i p l e e d a r s e e f t e d t h e s u m m a p y a d n o c u m e a n t d e s c r i p t i o n o f d e o y o u o r c o n t a b e E x e c u t i v e D i r e c t o r

P o l i c a i n e d s u i d e l o i u n t e l s i i n t e h d i s a n d b o o k e m p l o y e e s o r r s t a f f a p p l y a l d i u e m p l o y e e s w o r - k a s l e e l a r n p i a n g t i c i (p a r t t h s w o r k f o r t a c a f r o l u n t e e r a m d) d u v o t l u n t e e r s e a t s h e r w i s e s p e c i f i c h e e n e f d i e t s s c r i i l t e h d i s a n d b o o k p b y l t y o r e g u l a r e l i g C l u e m p l o y e e s . R e g u l e a m p l o y e e s i n c l a i d e a i s d t a v h f o w o r k a t a n h o u r o f g a i r a y a n d o n t i n u o u r s t h y e s i o r h e d w i l t e h a u t b r e a k e m p l o y e e n e t x e e d i t w o v e e k o s r a n a g r e e p l o a n b s e n c e . E l i g y b o l t e i n t e f a i r t e s u t l i f n o p a r t t i m e n d u t i l n e e m p l o y e e n t s t a t u s . R e - t t i m e m p l o y e e s i n c l a i d e m p l o y e e s h a v o r l k e s t h a 3 0 h o u r s a v e a g e r a w o r k w e e k a n d f u l l e m p l o y e e s w o r k e t w e e n 3 0 a n d 4 0 h o u r s a v e a g e r a w o r k w e e k .

I n a l d a s e s i n t e r p r e t a n t i h s o m d b o d e k c i s b y o t n h s e n i o r a d m i n a t s i t s o n a a f r f e i n a l h . e l u s t s ' e n i a d r m i n a t s i t t r e a m e s e s v t h e i g t h a n g a d e l e a t n e p a r o t t h e m p l o y e e a n d v o l u n t e e r H a n d b o o k t h e s i d e s c r e w i t o n p u t r o r t i c e .

II. MISSION, VISION, & HISTORY

OUR MISSION

T o e m p o w e r y o u o p t i e a t h e f i u r p o t e n t i a l .

OUR VISION

T o b e t h e p l a c e o u c o m m u n i t y w i t h e r a d y b u n g e o p a r e w e l c o m e . h a e a l o f o u m e m b e a s l a n c e a c h a d e e v l o n t i m e n d e p r e p a r e d f o t h a e x s t c h o y e l a . r o b e a s e c o m d m e o o r u m e m b e r s e r t e h e y

get participant programs and have experienced the same growth to other areas.

We believe education and training are essential to our members as we introduce them to the world of work. Our goal is to provide a high quality, relevant, and practical education and training program that will help our members gain the skills and knowledge they need to succeed in the 21st century. We are committed to providing a high quality, relevant, and practical education and training program that will help our members gain the skills and knowledge they need to succeed in the 21st century.

At Boys & Girls Club of America, we provide:

- A safe and secure environment
- On-going educational and enrichment programs
- Life-enriching experiences
- Focus on education and character development

OUR HISTORY

The Club was founded in 1911 and has since then grown to become one of the largest and most successful youth organizations in the world. The Club has a long and proud history of providing a safe and secure environment for children and young people. The Club has a long and proud history of providing a safe and secure environment for children and young people.

The Club has been recognized as a national leader in youth development and has received numerous awards and honors. The Club has a long and proud history of providing a safe and secure environment for children and young people. The Club has a long and proud history of providing a safe and secure environment for children and young people.

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III. EMPLOYMENT POLICIES

EMPLOYMENT WILL

Employment will be provided to all qualified individuals who are interested in working for the Club. The Club is committed to providing a safe and secure environment for all employees. The Club is committed to providing a safe and secure environment for all employees. The Club is committed to providing a safe and secure environment for all employees.

acc ommo d a E t r i p o l y e a r e n c o a g r e d o r e p c a r r y t i n s t a n c e s
t i m e n t a y n n e s r o t h a t t h e s s u a e b e a d d r e s i s n e m e d i a E t r i p o l y e s
s h o u r l e d p c a r r y t h a a r s s m e d i t s c r i m i n a t e i t a h i t a h t e h y e n
e x p e r i e n t w i e t n e s t e d e d i r r e s c r i p t e r v v i h s o h o u t l i d e r n e p d i r t t
t o t h e i r e o t f o p r e a r t i o n s s a f y e D i r e c t o r A d m i n a t i s t r a t i o n t h e
E x e c u t i v e D i r e c t o r o f C h E O s i u s w i t t h t h e m p l y e e s ' d i r e c t o r y i s o r
t h e s y h o u g o d o t h e u p e r v i s s u p e r r v i s o r

H A R A S S M E N T

T h e B o y s & G i r l s u o f f l a c k T a h o i e s o m m i t t e d o v i d i a n w o r k
e n v i r o n m e n t e d i s c r i m i n a t i o n i n u n l a a r s s m e n t t h e C l u b
p r o h i b e t u n l a a r s s m e n t w i t h e t h e b r e v e r b a p l y , s i c o a r v i , s u a a r d
h a a r s s m e n t c a u s f r a c e r , e l i g c i o d , n o , a t i c o m a i l o p i r a n c e s t r y
p h y s i c a n t e n t d i l s a y i m e i d t c a o l n d i t m a o r i , s t a t a u s e s , e x u a l
o r i e n t a t i o n i n d e e r y , t p i r t e g n a o r a y y o t h b a s p s o t e o y t e d
f e d a e l i s , t a t o e l , o c l a w , o r d i n a c n r e g u l a t i o n .

A l l f u l l - t i m e m p l y e e m u s t o m p l e x e u n l a a r s s m e n t
t a r i n e n e g r y w e a r o s n u n l a a r s s m e n t t h e t a r i n i n a g m i n i m u m
o f t w o u f s s u p e r v i s o r s o m s h o u f r o e m p l y e e s o i t r a s u p e r v i s o r
r o l P e r o h i b i t u n l a a r s s m e n t c l u b e i s s o i t i m i t t e d t h e
f o l l o w i n g :

- v e r b a b o n d u s a t c h s e p i t h e d e r s o g a j t o e k s y r c o m m e n t s ,
- s l u o r s u r w a n t e s e x u a d a n c e i s n i t a t b o c r o s m m e n t s
- v i s u a l n d u s a t c h s d e r o g a a t o d y s o e x u a d r l i y e n t e d
- p o s t e p r h s o , t o p y n c a r t o d a w s i , n g o s r g e s t u r e s
- p h y s i c a l n d u s a t c h s a s s a u l t a n t e t o u c h b h g c k i n g
- n o r m a n o v e m e n t r i n t e r f e i r t i v o g k e c a u s f e e x r a c e ,
- o r a r y o t h p r o t e c t a s d s
- t h r e a t d e m a n t l e s u b m i t t e s e x u a e l q u e a s s a s o n d i t i o n
- o f c o n t i n e m p l y m e n o r t a v o i s l o m e t h e p s a n d
- o f f e r e s m p l y m e n b e n e f i i n t e s t u f r o s r e x u a a b o r s
- r e t a l i f a o t r i a d m r g e p o r d r e d r e a t e o e p o r t
- h a a r s s m e n t

A n y b e h v a i , o a r s d e s c r i a b e d o r o t h e r w i n a s e e c o n s t r o u e d
m i s c o n s t r u e b d a r s s m e n t a n e m b e p a r t i c i p i a n t a n p r o p r i a t e
b e h v a i o v i b e s u b j e c t i s c i p a c h i a u p t a n d i n c l u d i n g
t e r m i n a t i o n .

A n y e m p l y e e w h o b e l i e s t h e h a v e b e e m a a r s s o y l a c o w o e r k
s u p e r v i s i o r d y , p a r e o t C , l u n b e m b e s h o u i l n d m e d i a r t e e p l o y r t
d e s c r i p t i o n i n c i d e a r t o f s a m e (o s f) h e n d i v i d u a l e v d s)
t o t h e d i r e c t o r y i s E x e c u t i v e D i r e c t o r o f C h E O r e s i d e n t
B o a r d D i r e c t o r h e o n c e r s t h e m p l y e e s ' d i r e c t o r y i s p o r t

the n c i d e n t h e e x e c u t i v e D i r e c t o r P C E C i d e t h t B o a r d
D i r e c t T o r e s e p o c r a t h n i t b a v e l r p a t w r i t t e u r i t n h g e
i n e s t i g a t i o n r t t e p o w r i t b e r e q u e s A e d e g a d f h a n s s m e n t
w i b e i n e s t i g a p p d o p r i c a t n e f l i y d e , r a t n i d a i l m e l y a q u a l i f i e d
m e m b e o r f t h e t a d f r a t h i r d y a p p r o d i n s e a w i f h b b e r e t a l i a t e d
a g a i f i o n t e p o r t h a n s g s m e o n r t o o p a e t r i n g n i n e s t i g a t i o n .
H o w e v e r f a i l b y a s u p e r v t i c s o m m e d i a r t e p l o y m e n t n c i d e n t
h a a r s s m e m i t t e s u l t d i s c i p a c t h a u c p y a n d n c l u d e m g i n a t i o n .

I f m i s c o n d i t i o n s o c c u r t h a v e o c c u r t h a p e r p a e t t o w r i b e s u b j e o t
d i s c i p a c t h a i o n g c l u d e m g i n a t i o n o n l y o n e n i t a s t a n f e m b e o r
e x c l u s i o n o n t h e l u i b a t h i r d y , p a r e o t C , l u n b e m b e r

DRUG AND ALCOHOL FREE WORKPLACE

A l l e m p l o y e e s a n d c o n t r a c t o r s a r e r e q u i r e d t o m a i n t a i n a d r u g a n d a l c o h o l
f r e e w o r k p l a c e . E m p l o y e e s a r e p r o h i b i t e d f r o m u s i n g , p o s s e s s i n g , o r
d i s t r i b u t i n g a n y d r u g s o r a l c o h o l i c b e v e r a g e s o n t h e p r e m i s e s o f t h e
w o r k p l a c e . T h e p o l i c y a p p l i e s t o a l l e m p l o y e e s , i n c l u d i n g c o n t r a c t o r s ,
s e a s o n a l e m p l o y e e s , a n d p a r t t i m e e m p l o y e e s . T h e p o l i c y a p p l i e s t o
a l l e m p l o y e e s , i n c l u d i n g c o n t r a c t o r s , s e a s o n a l e m p l o y e e s , a n d p a r t
t i m e e m p l o y e e s . T h e p o l i c y a p p l i e s t o a l l e m p l o y e e s , i n c l u d i n g c o n t r a c t
o r s , s e a s o n a l e m p l o y e e s , a n d p a r t t i m e e m p l o y e e s . T h e p o l i c y a p p l i e s
t o a l l e m p l o y e e s , i n c l u d i n g c o n t r a c t o r s , s e a s o n a l e m p l o y e e s , a n d p a r t
t i m e e m p l o y e e s .

T h e p o l i c y a p p l i e s t o a l l e m p l o y e e s , i n c l u d i n g c o n t r a c t o r s , s e a s o n a l e
e m p l o y e e s , a n d p a r t t i m e e m p l o y e e s . T h e p o l i c y a p p l i e s t o a l l e m p l o y e e s ,
i n c l u d i n g c o n t r a c t o r s , s e a s o n a l e e m p l o y e e s , a n d p a r t t i m e e m p l o y e e s .
T h e p o l i c y a p p l i e s t o a l l e m p l o y e e s , i n c l u d i n g c o n t r a c t o r s , s e a s o n a l e
e m p l o y e e s , a n d p a r t t i m e e m p l o y e e s .

E x c e p t i n c a s e s w h e r e t h e e m p l o y e e i s a n a c t i v e m e m b e r o f a r e c o g n i z e d
l a b o r u n i o n , t h e p o l i c y a p p l i e s t o a l l e m p l o y e e s . T h e p o l i c y a p p l i e s t o
a l l e m p l o y e e s , i n c l u d i n g c o n t r a c t o r s , s e a s o n a l e e m p l o y e e s , a n d p a r t
t i m e e m p l o y e e s . T h e p o l i c y a p p l i e s t o a l l e m p l o y e e s , i n c l u d i n g c o n t r a c t
o r s , s e a s o n a l e e m p l o y e e s , a n d p a r t t i m e e m p l o y e e s .

IV. EMPLOYMENT INFORMATION

EMPLOYEE CLASSIFICATION

T h e c a l i f o r n i a C o d e a n d t h e a i l r a b o r a n d a r c t i s e f i t h w o
c a t e g o r y e m p l o y e e s , e m p l o y e e s a n d n o n - e m p l o y e e s .

Revised: 1/2/2026

Non-exempt employees will be eligible for overtime pay if they work more than 40 hours in a week. The overtime pay will be calculated at 1.5 times the regular rate of pay for all hours worked in excess of 40 hours in a week.

Exempt employees are not eligible for overtime pay. This includes all salaried employees who are not eligible for overtime pay. The overtime pay will be calculated at 1.5 times the regular rate of pay for all hours worked in excess of 40 hours in a week.

For the purpose of this policy, the following are the definitions of:
Girl Scouts of the United States of America

Non-exempt: Regularly scheduled hours of work are those hours for which an employee is expected to work. The regular rate of pay is the rate of pay for the regular hours of work. The overtime pay will be calculated at 1.5 times the regular rate of pay for all hours worked in excess of 40 hours in a week. The overtime pay will be calculated at 1.5 times the regular rate of pay for all hours worked in excess of 40 hours in a week.

Exempt: Regularly scheduled hours of work are those hours for which an employee is expected to work. The regular rate of pay is the rate of pay for the regular hours of work. The overtime pay will be calculated at 1.5 times the regular rate of pay for all hours worked in excess of 40 hours in a week. The overtime pay will be calculated at 1.5 times the regular rate of pay for all hours worked in excess of 40 hours in a week.

Temporary / Seasonal Employees: From time to time, Boy Scouts of America may hire temporary or seasonal employees to perform certain functions. These employees are not eligible for overtime pay. The overtime pay will be calculated at 1.5 times the regular rate of pay for all hours worked in excess of 40 hours in a week. The overtime pay will be calculated at 1.5 times the regular rate of pay for all hours worked in excess of 40 hours in a week.

training for safety CPR / A&D e a s r t c a e y e a r E m p l y o e s a n
participate in a n g e r t i f i c a t i o n c o u r s e .

PAYROLL SCHEDULE

Wages are paid every two weeks (bi-monthly) on the 15th of the month or the 1st of the month if the 15th is a holiday. Payment is made by direct deposit to the employee's bank account or by check if requested.

PAYROLL DEDUCTIONS

Federal and state income tax, Social Security, Medicare, and health insurance are deducted from each paycheck. Federal withholding tax (FICA) and state disability insurance (SDI).

Social Security: The Federal Social Security Tax (Social Security) is deducted from each paycheck. The Social Security tax is a flat rate of 6.2% on the employee's wages up to the annual limit. The Social Security tax is available for the employee's retirement, disability, and health insurance. The Social Security tax is available for the employee's retirement, disability, and health insurance. The Social Security tax is available for the employee's retirement, disability, and health insurance. The Social Security tax is available for the employee's retirement, disability, and health insurance.

State Disability Insurance: The State Disability Insurance (SDI) tax is deducted from each paycheck. The SDI tax is a flat rate of 1.1% on the employee's wages up to the annual limit. The SDI tax is available for the employee's disability, health insurance, and unemployment benefits. The SDI tax is available for the employee's disability, health insurance, and unemployment benefits. The SDI tax is available for the employee's disability, health insurance, and unemployment benefits. The SDI tax is available for the employee's disability, health insurance, and unemployment benefits.

In addition, the employee is responsible for deducting any other taxes or contributions from their paycheck. The employee is responsible for deducting any other taxes or contributions from their paycheck. The employee is responsible for deducting any other taxes or contributions from their paycheck. The employee is responsible for deducting any other taxes or contributions from their paycheck.

Employees are responsible for deducting any other taxes or contributions from their paycheck. Employees are responsible for deducting any other taxes or contributions from their paycheck. Employees are responsible for deducting any other taxes or contributions from their paycheck. Employees are responsible for deducting any other taxes or contributions from their paycheck.

PERSONNEL RECORDS

The personnel records are maintained by the Human Resources Department. The personnel records are maintained by the Human Resources Department. The personnel records are maintained by the Human Resources Department. The personnel records are maintained by the Human Resources Department.

- o Employee applications, and other pertinent material
- o Personnel files (for) (Form) (rt) (h) (l) (S)

- o Employees' leave records, current pay rates and address, telephone numbers, and other personal information
- o Work schedules, including any overtime or shift work
- o Records of disciplinary actions, suspensions, and demotions
- o Records of employees' assignments and job descriptions
- o Notes regarding safety incidents
- o Performance evaluations
- o Signed acknowledgment of receipt of the handbook
- o Fingerprints and photographs for identification
- o Number of dependents
- o Name and phone number of emergency contact
- o Copies of state and federal certifications
- o Driver's License status
- o Verification of insurance (where applicable)
- o Copies of labor contracts (where applicable)
- o Verification of time off requests
- o Acknowledgment of receipt of the annual safety and health report and any other relevant information.

Employees are responsible for providing information requested by the labor representative for the purpose of the following:

- o Phonenumber
- o Current address
- o Change of contact information
- o Change of forms

INSPECTION AND DUPLICATION OF PERSONNEL RECORDS

You are the right to inspect and copy any personnel records provided by the representative of the Executive Director of the Quality Improvement Committee.

Employees may not be required to provide any information to the representative of the Executive Director of the Quality Improvement Committee.

Personnel records are confidential and may be used for any purpose other than the purpose for which they were collected.

PERFORMANCE REVIEWS

Supervisors should submit performance reviews for employees, periodically for management employees' work. Performance reviews should be completed and reported to the employee, for performance objectives, goals, suggestions, or feedback.

Employees receive performance reviews for the day so that employees can hear their comments and have a chance to discuss.

Performance reviews are valuable in providing feedback to the supervisor and the employee and on the success of the company increase.

NEPOTISM

Favoritism is a bias in favor of family members in the appointment of employees. Since the appointment of family members is a conflict of interest, it should be avoided.

Understand that the Board of Directors should be responsible for the appointment of employees who are a close family member of the Board of Directors. The Board of Directors should be responsible for the appointment of employees who are a close family member of the Board of Directors.

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TERMINATION OF EMPLOYMENT

The Board of Directors should be responsible for the appointment of employees who are a close family member of the Board of Directors. The Board of Directors should be responsible for the appointment of employees who are a close family member of the Board of Directors.

An employee who is absent without notice for a period of 15 consecutive days is considered to have resigned. The Board of Directors should be responsible for the appointment of employees who are a close family member of the Board of Directors.

SEARCH, HETTER, AND AUDIT

To conduct a search for a new employee, the Board of Directors should be responsible for the appointment of employees who are a close family member of the Board of Directors.

Allyou two rekr s u s p r v o i d a e w o r k e r m f i r t o t m h s c h o t o h l e a y t t e n d .
T h e r e c e o n b o a r d i n d o n t i n s u b a d f e v l o p m e a n i t n i A n d u l t
s t a v f h o s u p e r m i i s e w i s t e c e t a v i n i i n g o v t o s u p e r y o u s t e h
s t a n f e m b e r s .

W o r - k B a s e d W o r k a y P r b a g m s w i t C h u t s i O d e g a n i z a O n i o n s
o c c a s i t b e l u p a r t n v e i r t o h u t s (d e h p i a n y d o r g a n i z a b i o n s
p r v o i d e a i o d r v o l u n t v e o e r r e x p e r i e f r o t r e s s h c h o s o t l u d e A t s .
y o u t v h o p a r t i c i i p l a e s e v e r - k b a s e d w o r k a y b l i e a r t n i n g
p r o a g m s m u s t o m p l e t h o a s a s b a c k g r o u n d t h r o u t h B o y s &
G i r l s u d o f l a e T a h o t e d e e l i g t o v l o e r v o l u n t r e e g r u l a t t h y e
C l u t h e s y e u t a h r e o t o n s i d e l r u n t e m b e o s s t a b l e a r e
w o r - k b a s e d a r n p i a n g t i c i w h a n t e s x p e c t e d o l t o v e l u b ' s
p o l i o c i o e s e f e t h i a c r s t a n d a o f o d o s n d u t o n t a i n t t a h i n e a l a t n h d
s a f y e o t f t h e l u a b n d t n s e m b e r A s l v a g e s p u r l s i , a p i h s a t n r c e ,
b a c k g r o u n d e t k a s a d d i t i p a n p a e l r w o r t h e e s p o n s o b t i h l e i t
t h i p r a d y o r g a n i z a t i o n .

V. OPERATIONAL POLICIES & PRACTICES

BACKGROUNDCHECKS: RYST ASLT E A D M A Q N L A U S E

A l p r o s p e e t i p y e o e s c , o n a t c r t o t e e n m p l y e o e s b , o a m e m b e r s ,
a n d e g u v o a l r u n t e n e s s o m p l e i t e g e r p r a i n t c i r n i g n i n a l
b a c k g r o u n d e t k m p l y o n e n a t n d o l u n t o e f e r a r s e o n d i t u i n t i a l l e
c o m p l e a t i n o a s s i o n i n g a c k g r o u n d e f e r e n e e A s y .
p r o s p e e t c i u v r r e m p l y e o e c o n a t c r t , o r e e n m p l y e o e b o a m e m b e r
r e g u v o a l r u n t v e h e a r e f u a e s i m i b r a e k g r o u n d e t k a , l e s a f a l s e
s t a t e m a e b n o t u t h e l i a r c k g r o u n d e t k s a r e g i s t e e n e f d f e p o r e s
f l a g g e a d b a r r d r e i r w e h b b e e l i g t o v l o e r v o l u n t f e o a r h e
C l u t h x a m p l o e b s a r r d r e i r m a e s e u t l i i n t e h d B a c k g r o u n d e t k s ,
B a r r e i r m e s f e r e c h r e e c k a s n , M a n d a t R e p y o r t i n g A / b C u h s i e l d
P r e v t i a o n n d R e s p o n (s A e 5 0 6) o l i . B y c k g r o u n d e t k s e n g o i n g
a n d o n d u c a t n e n d u a l l y

VOLUNTEERS

I n a d d i t t i o i n n g e r p r a i n t b i a r c k g r o u n d e t k l r l e g u v o a l r u n t e e r s
a r e e q u i t r e e d o l u a v o l u n t a e p e p r l i c f a d r i n g u l v o i u n t e e r s
i n c l u d e n o s a d u l w t s c h a e d i r e c o n t a v i c t o h r s u p e r v i h s e d a r t e n
t h e l u n b o r e h a l n 6 h o u r i s a m o n t h r 3 2 h o u r i s a y e a . i t h e P r o a g m
D i r e d t s o e r s p o n s b o l l e u n t s e e l r e c t i r b n i a n g o r i e n t a t i o n .

V o l u n t e o e s r i t a r o n p s e n d C l u n b e m b e o v e r t h a g o f l 4 Y o u t h
v o l u n t e o e r o s s u p e r v o i t s e n e m b e r s u , t a p r v o i d a e s s i s t a u n c h e
a s g r o u s p p o k r i t t , c a e d , n o t h e a p p o e r t d l v e Y o u t v o l u n t e e r s

ar super vby smed mbe ofst had mi na tsit t r e a a n n d o n t i t n d e
t r e a a n n d e m b e b y s a l s t a f l y l o u t v o l u n t e n e s c o m p l e t e
p a s s a c k g r o u n d p r o c e d u r e k i t o t h e s i t a t t e .

V I S I T O R S

V i s i t o r e a d i v i d u a l a p l a n n e d n p l a n n e s t i c i u s b i t e
a n d i s t h o g o b e g n d h e l u s t r o d e s k r c h e c i k a n e v i s i t a o e s
n o t e s i g n a s t e d u n t a e n s a y n o t h a v e c o m p l e a t b e a d c k g r o u n d
c h e v k t t h h e l u b

A n y v i s i t o r w i s h t o v i s i t n d o o r o u t d o r u a b r e n a u s d h e c i k n ,
w e a r v i s i t a d r g a n d e e s c o r b y a c l u s b t a n f e m b e a r t a l t i m e l s t .
i s i g h r l e y c o m m e n t d e a t v i s i c t o o r m u n i a t e a o d f i m e i t a h s t a f f
m e m b e a r b o u t h e v i r s a i n t d h a t t h e s t a n f e m b e g r e a p p v a d f o t h e
v i s i t o r m h e s i u p e r v o i r s a m e m b e o r f t h e l u s t r o e n i a d r m i n a t s i t o n
t e a n h e l u r b e s e i s t v h e i g t h d e f u a s v e i s i a t r o t r i n b e e f o o r r e
d u r i t n h e v i r s i t .

F o r m e s r t a n f e m b e m s s f o l l o w a m p r o c e d a s o e t s h e r s i t o r s .
T h e a r a o l o n g e o r e r e b y t h e l u s t r o n s a u n c a n d o n o t h a v e
u p - t o - b a d l e g r o u n d i k n p l a d e k o t h e r s i t f o r r s m e t r a f f
m e m b e m s s t e a c c o m p a b y i a e s d t a n f e m b e a r t a l t i m e v s e a r o u n d
s t a c l f u n b e m b e a s d l a s s r o o n t s h e t u p r o a g m a r e a s .

R E C R U I T M E A N T D H I R I N G

T h e B o a r d D i r e c t o r s m a h p e s r s o m r e q u i r e m e n t s
r e c r u i t a n d i n t v f i d t i h e s e x e c u t i v e D i r e c t o p o f S E O t i h o n e x e c u t i v
D i r e c t o d e C E O m p a e s o m r e q u i r e m e n t e s r u i t a n d i n t v i t i e s
f o a l o t h p o s i t i o n s .

R E H I R I N G

W h e n e m p l y o e v o l u n t a r i n o l y u n t a e v i e s t y h e r g a n i z a a n o n
e m p l y o e w i t t h B o y s & G i r l s u d o f l a k T a h o e t h e m p l y o e s c u r r e n t
s u p e r v v i s i t o r t e r m i f n e p e r s i o n a l i g f o n t e h i A n e m p l y o e i s
d e e m e e d i g f o n t e h i i r f e h y a v e n o t a d c o n c e r d i i s g i p b r n a r y
p e r f o r m i a s s c e r i e n g p l y o e n a t n d h e h y a v e n o t o m m i t a e d
b a r r d r e i r n e a v t o u l m a l e t h e i m n e l i f g o n b e l h e i B e e i . e g i g f o t e
r e h i d r o e r s o g u a m t a e m e m p l y o e a p a i o d r v o l u n t p e o e s r i t a i t t o m e
C l u s u p e r v i a s n o s r e s n i a d r m i m u s f o l l o w e h i p r o d i a n y d
p r o c e d u r e e s t e r m i f n e p a s e t m p l y o e w i b e h i r l y d t h e l u b
a g a i n .

A l r l e h i w e s e t h i e t r s h s a m e r a d i f f e p r o e s n i t t w i o m b e a n
o n b o a r d i n g i a m g a 9 0 - y p a r o b a t i o n a i r e m p l y o e n i t s
c o n t i n o u r i t e l a c k g r o u n d e f e r e h e e R e s m p a r y m p l y o e s

are not on site and are not to be used for any purpose within the premises of the organization. All rights reserved. Club employees may be called upon to work on a temporary basis.

WAGE SCHEDULE

Employees are provided a minimum wage rate as set forth in the attached compensation schedule, and the minimum wage rate is as follows:

PAY DISCLOSURE AND TRANSPARENCY

The Club is committed to providing a fair and equitable wage rate for all employees. The Club's compensation schedule is based on the following factors: job duties, experience, education, and market conditions. The Club's compensation schedule is subject to change without notice.

Salary Range for Staff (2026)

- Yout Workforce (YWF) for Staff: \$16.90 - 18 / hour
- Program Aide: \$18 - 22 / hour
- Yout Development & Training for Program Leader: \$23 - 26 / hour
- TKL Lead: \$23 - 28 / hour
- Site Coordinator / Event Coordinator: \$23 - 33 / hour
- Facilities (Fire, Safety, Maintenance): \$22 - 36 / hour
- Admission: \$30 - 37 / hour
- Senior Admission: \$35 - 50 / hour
- Executive Director: \$45 - 70 / hour

The Club is committed to providing a fair and equitable wage rate for all employees. The Club's compensation schedule is based on the following factors: job duties, experience, education, and market conditions. The Club's compensation schedule is subject to change without notice.

REPORTING SUSPECTED CHILD ABUSE INCIDENTS

Employees are required to report any suspected child abuse incidents to the appropriate authorities. The Club's policy on child abuse reporting is as follows: Any employee who has knowledge of a child abuse incident must report it to the appropriate authorities immediately. The Club will cooperate with any investigation.

Any employee who has knowledge of a child abuse incident must report it to the appropriate authorities immediately. The Club will cooperate with any investigation.

GRIEVANCES

The Club's grievance procedure is as follows: Any employee who has a grievance against the Club must file a written grievance with the appropriate authority within the specified time frame. The Club will investigate the grievance and provide a written response.

The mp lyoes h o u d i d s c t u b g r i a e n v c i e s s w i e t t h e i i m m e d i a t e
s u p e r v a i s s o p a n s p o s s i a b l e m o r e h a t n e d a y s a f t a e m i n c i d e n t
o c c u r r e d i m m e d i s a u t p e e r v i i s s e o s p o n s o r s b o t h a l e i s n t g e p e r e s o l v
t h e s s a n e d i , a p p r o p r i e a t t e e r , m i i n f r o g r n g a r l i a e n v c s e h o u d e d
f i l l e d h e s s c a e n n l e t r e s e b o v r t h e s s i u e o l e v s t h e m p l y o e s '
i m m e d i s a u t p e e r v i i s s e o m p l y o e s h o u r l e d p o t r h e g r i a e n v c t e d h e i r
i m m e d i s a u t p e e r v s i s s u p r e r v A n y g r o u p r i a e n v c a g r i a e n v c s e h a r e d
b y a g r o u p e m p l y o e s s , h o u d e d i s c u s s i e t t h e E x e c u t i v
D i r e c t o r i a t e e n d a n t c h e g r i a e n v c r e e l a t t e s E x e c u t i v
D i r e c t o r , t h e m p l y o e s h o u d r d i t h g r i a e n v c i e s s t u d h B o a r d
D i r e c t o r s .

The l u c b a n n a s t s u t r h e a t t h e u t c o o m f a g r i a e n v c r a e e t i w i g b e
w h a d n e m p l y o e o r g r o u p e m p l y o e s v a n t h o w e v r a l g r i a e n v c o v s i l l
b e l i s t e r o v e i d t a h n o p e m i n a l n d h o p e f u e s o d w i t n u t u a l
s a t i s f a d g i r b a e n v c o v s i h c l a d e l t o p r e e t i w i g t t h e
e m p l y o e t o s h a t h e v t h e s s w a s a d d r e s s e d m p l y o e w i b e
s u b j e c t e t a l i o a r d i i s o r i m i f r a s i i t h i g i s i a e n v c p e r o c e d u r e .

CLUB PURCHASES

A l r l e q u e f s o p r o a g m s u p p l e e s i , p m e o b a n d t h e r
p r o a g m - r e l a t e d n s v e b e m a d e t t h e D i r e c t o r e a r t i o n s
S a f e t h e D i r e c t o r e a r t i o n s s a f e a t p p r e o s r e q u e a s t o r a w d s
t h e t n t h e E x e c u t i v D i r e c t o f o a c t o h o r i z a n t o l o u n b - r e l a t e d
p u r c h a s e d e y a s t a n f e m b e m u s h a v e p r i a p p r a d f r o t m e
D i r e c t o r e a r t i o n s s a f e o t r E x e c u t i v D i r e c t o t o e e i o i g f o t e
r e i m b u r s e m e n t .

P u r c h a s e s e n t o s r f u n a d i r s i a n g i v v i t i b e m s a d e y t h e D i r e c t o r
D e v l o p m e n t u s t e p r e a p p r o v e d b y t h e E x e c u t i v D i r e c t o r / C E O
F o l l o w i n g p u r c h a s e s e n a s r l e c e i m p u t s t e p r v o i d e t h e
E x e c u t i v D i r e c t o a n d o b o k e p e r

DISPOSABLE CLUB PROPERTY

E q u i p m e n t h e r o p y e t l o n g i r d h o g n a t t e d h e l u n b a y n o b e
d i s p o s e d s o l w d t h a p p r a d f r o t m e E x e c u t i v D i r e c t o r / C E O

FAVORITISM

A n y h i n t p a r t y a a t h e h a r m f a u n d n e t h i e s a p l e , c i t a d h i y l d a m e d n
a d o l e s c a e l s t s a n f u s a v o i p r e f e r e m e i a t l n e o a v r d r y i n d i v i d u a l
o r g r o u t p h i i s n c l u d e n s d i b r o g r , r o w o n e g c , h a n g i n o g e y r p e r s o n a l
p r o p y e f r t o a m m e m b e f r o a r y r e a s o n .

To protect and benefit the members of the club, the Board of Directors (the "Board") has adopted the following policies and procedures. These policies and procedures are intended to provide a safe and healthy environment for all members and to ensure the highest quality of care for all members.

MEDIA INQUIRIES

The club may be contacted by the media for interviews, press releases, or other media inquiries. All media inquiries should be directed to the Executive Director or the Club's Public Relations Committee.

FUNDRAISING

Any Club-related fundraising activities should be approved by the Board of Directors. The Board of Directors may authorize the Executive Director or the Club's Fundraising Committee to conduct fundraising activities on behalf of the club.

HEAT STANDARDS AND ILLNESS PREVENTION

The club is committed to providing a safe and healthy environment for all members. The club's heat standards and illness prevention policies are designed to ensure the highest quality of care for all members.

No individual should be allowed to work in the club's facilities if they are ill or have a fever. The club's illness prevention policies are designed to ensure the highest quality of care for all members.

Any employee who is ill or has a fever should be encouraged to stay home. The club's illness prevention policies are designed to ensure the highest quality of care for all members.

PETS AND OTHER ANIMALS

The club is committed to providing a safe and healthy environment for all members. The club's pet and animal policies are designed to ensure the highest quality of care for all members.

The club's pet and animal policies are designed to ensure the highest quality of care for all members.

Possesdion, r i b s u a t l i e s e o , r b e i n g d e t h i e n f l u e f i c e
 a l c o l e a l n , n a b i r i s l , l e d g a l g v s i a t a C l u s b i t v e h , i b a e d u y t
 w h i t e p r e s e n t h e l u g b a n e v e n t o , r w h i b p a r t i a n g e h i c l e
 l e a s o e r d w n e b y t h e l u b
 E n g a g i n g i n k d i m u g s e o , r g a m b l i w h i g b a t h e l o o k
 r e p r e s e n t h e l u g b
 V e r b a e l m o t i o n h y s i , c o a r s e x u a b l u s o e f c h i l d r e e m p l y e e s .
 I n s u b o r d i n a t r i o n e , n d u t o t v r d s u p e r y o r s e f u t s a l
 p e r f t r a n s a s s i g n y e a d s u p e r v i i s m a r p p r o p m i a a n t h e r
 G r o s e g l i g a m d i e s c o n d i c t i s l e t r i m e r o t t a h l e r
 e m p l y e e s v o l u n t e c h r i s l , d a r e c h / t o h e l u b
 D e m o n s t r e i d n a b y i o l r u i l l i n g o e s s t r h e o f o w h i c h
 a n e m p l y e e i s e m p l y e o d .
 E x c e s s a b s e n t e a r i d s / n o a r r d i n e s e p o r t i o n o g d r
 r e t u r f i r o l g u n o h b r e a k s .
 A b u s e i o v i n a p p r o p e h v a i t d e r a v r d o s t h e m p l y e e s ,
 v o l u n t e c h r i s l , d p r a e m e n o t p e r s a d r e s a l i w h i t h e l u b
 V i o l a s t a f y e o t r h e a l r t u h e s p a c t i c e s n g a g i n g n d u t d t a t
 c r e a s e a f y e o t r h e a l t a h z a r d s .
 R e l e a s e o n f i d e m f i o a l m a b i o a r t h B o y s & G i r l s u d b f l a k
 T a h o e h B o a r o d D i r e c t o r h e m p l y e e s v o l u n t e o e r r s ,
 m e m b e r s .
 U n s a t i s f j a o p t e r r f y o r m a n c e .

PERCEIVED IDOLATIONS

A l l i d e m p l y e e s a n d o l u n t a e e x p e c t e d u l c l o y m p w y t f h e d a e l r ,
 s t a t a e n , d o c l a w s a n d e g u l a t h a r t e s a t t o t e h e l u a b n d i t s
 o p a r t i o n s . n e m p l y e e o r v o l u n t b e e l r e s a v C l u e m p l y e e o r
 v o l u n t m a y b e i n v i o l a o t f a r y s u c l h a , r e g u l a d r i c o n p o l i t c h y e
 e m p l y e e h a s a d u y t t o f i a v r i t t e p o w i t t h e x e c u e d i r e c t o r / C E O
 w i t h 2 i 4 h o u r s t h e b s e a r t v i o f s u c h o n d u l c f t h e i o l a r t e l o a n t e s
 t h e x e c u e d i r e c t o r , t h e e l u e m p l y e e o r v o l u n t s e h e o r u f l i d a e
 w r i t t e p o w i t t h B o a r o d D i r e c t o r s u e C o m m i t t e e l e l .
 i n q u i p r e i r e t s a i t n p e r g c e e d v o l a t w i i o e r s a n d l i e r t d s t r i c t e s t
 c o n f i d e n s e i b l e .

P e r c e i d w i o l a b i f o a n i s n c l u d e a , r a o l t i m i t t e v d i o l a b i f c o h n i s l d
 l a b l o w s w a g e - h o e g u l a t a i n o u n s l w a u d l i s c r i m i o r r a t i o n
 h a a r s s m e r e t x . a m p l o e v s i o l a b i f c o d n u s b o l i i n y c l e m p l y e e t h e f t ,
 d i s c r i m i a n a d h a o s n s , m e c n o t n d u o r t e h v a i . o r

C o m p l i a n t t e h i p s o l i i s a y t e r a m n d o n d i o f c o m t i r e u m p d y o n e n t
 w i t t h e l u a n y q u e s t i r e g s a r d i h e g y t t o r e p o p r e t r c e e d v
 v i o l a t i o n s e d i r e c t o r e m p l y e e o r v o l u n t s e a r p e r v o i r s b e
 E x e c u e d i r e c t o r / C E O

CONFIDENTIAL INFORMATION

Confidentiality is a liability of the profession. It is the duty of the professional to maintain the confidentiality of the information entrusted to him or her.

Ensuring confidentiality is the responsibility of the professional. It is the duty of the professional to maintain the confidentiality of the information entrusted to him or her. Ensuring confidentiality is the responsibility of the professional. It is the duty of the professional to maintain the confidentiality of the information entrusted to him or her.

PUNCTUALITY AND ATTENDANCE

Being on time is a sign of respect for the profession. It is the duty of the professional to be punctual and attend to his or her duties with diligence and efficiency.

Starting on time is a sign of respect for the profession. It is the duty of the professional to be punctual and attend to his or her duties with diligence and efficiency. Starting on time is a sign of respect for the profession. It is the duty of the professional to be punctual and attend to his or her duties with diligence and efficiency.

SCHEDULED SCHEDULES

A schedule may be subject to change. It is the duty of the professional to be flexible and adapt to the changing needs of the profession. A schedule may be subject to change. It is the duty of the professional to be flexible and adapt to the changing needs of the profession.

Any employee who is subject to change should be notified in writing. It is the duty of the professional to be flexible and adapt to the changing needs of the profession. Any employee who is subject to change should be notified in writing. It is the duty of the professional to be flexible and adapt to the changing needs of the profession.

PLANNED AND UNPLANNED ABSENCES

Regular attendance is expected. It is the duty of the professional to be punctual and attend to his or her duties with diligence and efficiency. Regular attendance is expected. It is the duty of the professional to be punctual and attend to his or her duties with diligence and efficiency.

Excessive absence is not acceptable. It is the duty of the professional to be punctual and attend to his or her duties with diligence and efficiency. Excessive absence is not acceptable. It is the duty of the professional to be punctual and attend to his or her duties with diligence and efficiency.

Type of Absence	Description of Absence	Pts Allocated
Scheduled Absence	An absence requested and approved two weeks in advance or more. An employee is encouraged to use their ETO allowance.	= 0 points
Sick Day Absence	A call in before a scheduled shift due to illness. The employee must indicate it is a "sick day absence" and sick time balance must be used. Any sick day absence of three days or more requires a doctor's note permitting the employee or, if applicable, the designated sick person to return to work.	= 0 points
Leave Early - Sickness	Departs mid-shift due to illness.	= 0 points
Authorized Overtime	Any overtime that is authorized by an employee's supervisor or the Site Coordinator on duty in advance or in the moment it is needed.	= 0 points
Tardy	An employee arrives more than ten minutes after a scheduled start time.	= 1 point
Leave Early	Departs mid-shift or more than ten minutes before a scheduled shift ends without supervisor's approval.	= 1 point
Unauthorized Overtime	Any paid hours accrued that exceed an employee's regular or assigned work schedule that are not approved by an employee's supervisor or the site coordinator on duty.	= 2 points
Call Out	An absence request or communication made less than two weeks and up to three hours in advance and sick time is not used on the timesheet	= 2 points
Late Call Out	Any absence request or communication made less than three hours in advance of a scheduled shift and sick time is not used on the timesheet	= 3 points
Call Out after Club Closure Day or other scheduled absence.	A Call Out or Late Call Out made for a day after a scheduled absence or Club Closure Day, such as a holiday or snow day, with less than two weeks notice	= + 1 point (additional pt to the type of absence)
No Show	Employee does not show up for work and gives no notice or excuse protected by state or federal law.	Immediate Termination

Excessive absence or tardiness is a disciplinary offense and may result in termination.

A copy of this policy is available on the company website. For more information, please contact the HR Department at (508) 885-1111.

mus th ema rekda ss i dki mēna ne mp lyoes't i me s hle fē rte. mp lyoe ha s s i dka l a m dze r b o u r s d o e r s o w i s t h a u s e h e s i r d k i m e a c c r u t h l e c y a n s e h e E T h o u r o s t a e k u n p a t i d m e l o w e v r o n l y s i d k i m p e r o p e t r a k y n a s a c c r u p a d s d i d l e v a i p r o t e c t e a p o i n t p e n y a h n o t e n d i i s a d i p a c h n a l o g d i a a l s i c a k s e n o f t h r e e o r m o r e o n s e c e w t o i r k i d r a y s r e q u a m e t a e n d l e a n r c f e r o a n m e d i o p a v o i d l e e f o r r e e t u r t h i o w o g k .

MI NI MU MN DE A R L R E L E A S E A Y S

E m p l y o e a r e x p e c t e d t o p r o v i d e a c c o m m o d a t e t h e m i n i m u m a n d e a r t i c l e a s b o s o c h e d d u y s .

M E D I A S E A N D C O M M U N I C A T I O N S

E m p l y o e a r e e s p o n s i b l e f o r s t a s i d g n i n g a d h e r t i o g e t e r n a s t o n d i t o i u o t n s i i m t e h d e l u s t M e d i a s a n d C o m m u n i c a t i o n s a t t h e l u t h i p s o l i c o v r s a l f l o r r o s e l e c t r o v i i c a e s c o m m u n i c a o t w i n o e t h B o y s & G i r l s u b f l a k T a h o i e n c l u d i u r t g , n o t i m i t t e c d o m p u t (e d r e s s k , t a p t e m) a , i t l e , l e p h (o a e l s) u l a r l a n d l i v o e s e , m i a i n t e r o n e l t i s n e r v i s c e f a r w h , a r d w e y s t e m s , a n d a p p l i c a t i o n s t h e l u a b s w e l a s u s a g e p e r s o n l a d c t r o n i c d e v i a e s c o m m u n i c a k e i y o s r f t r s o t m h e p o l i a r e s g h l i g h t e d b e l o w

T h e B o y s & G i r l s u b f l a k T a h o (e " C I u p b r v o) d e m p l y o e a c c e t s e l e c t r o v i i c a e s h e n t e r f r o w b r - k r e l a t a e s d A s d l u b e v i c e s a n d o m m u n i c a r t e i n a n t i s m e o l p e r o p y e a f t h e l u s t a d g r e o t o a c c e o s r s e l u f b i l p e a s s w o s t o r c e o d m m u n i c a o i S p r i s l , l e t t a p p l i c a t i o n s e a y r e n a u t h e d u s e a r n d s i t h g e f n o r o r g a n i z a p t u i r o p r o a s l e s .

U s o f p e r s o n e a v l i c e w o r - k r e l a t a e s k p r o h i b u i n t l e e d s a u t h e d a z e m e r g e , r o c u y s e a n a d e s i g n a r t e o v r s c h o c o l l o s u r e d a y . l a n e m p l y o e i s a u t h e d t i o s e h e p i e r s o n l a d c t r o v i i c r e i n t e r f r o w b r - k r e l a p t u e r p o s t e s e , m p l y o e w i t e c e a p a r t i a l s t i p e a d e r t h i e x p e n s u e t . h o e r d e m p l y o e s y p i c a h k y t u d e e x e c u t i v e , c s t e o n r i a c d r m i a n r , e d a i r e c t o r c o , o r d i n a t h e r s , m a r e k t i a n g d o m m u n i c a n t a i n o a n g s a n d h e a c i l m a t n i a e g s s t a f f w h o w o r d f - f s i o t n e c c a s w i o n e c e a p a r t s i t a i l p e o t h d a y o f t h e o f - f s i e t x e u r s b o b r e p r v o i d a d e l e c t r o v i i c v e n e b y t h e l u b

O n d a y s w h e t h e l u i b s l o s f e o d n o o v r o t h e n c l e m e a t t h (e " r s n o w d a y ") a , l e m p l y o e s a y u s a C I u l b a p t o o r p h r o m e b t o o v r o n t a r i n i o r o t h e s s i g h u e t d i f e r s o h m o m e E . a c h m p l y o e w i b e c o m p e n s a b t e h e " i s n o d a y " t i m e t t h e r i e g u l a t a n d a p a r t i a l s t i p e o t h e p i e r s o n e a v l i a c n e d n t e r u n s a t g l e s o f a p e r s o n a l

devifcoar Club - reel naetregde wic ly ec omp e n s a t t e h d e s n o d v a y " r e i m b u r s e a n t e e n t

A n y e m p l y o e m a y u s e a p e r s o c h e a v l i s c e a r i f i g p t e y r s o u n s a d r n o n w o r k e l a d e t i P e r s o n a l s h o u d e p r i m a d u t i y o n r g e a a k r s d w h e m e m b e a s a d n e m b e r s a ' r e n o t g s u a r d i a a r e s o p r e s e A n t l . e m p l y o e s v h o u s e h e p i e r s o e n l a d c t r d e v i i c e c s o m m u n i c a t i o n s d u r i v o g r k o u f s o p e r s o a n r a d / r o o n - p e r s o n a l s t e v i a e n d s i g t h e t a f f e r s o D a l v i P o e i P e y m i s f o r o n s e A p p e n d i) x

A l s t a s f h o u a v d i s h a r i a n y g e r s o i n r a f l o r m a t e i l a t t e d h e i r p e r s o c h e a v l i c s e u s c a h s p e r s o p n r a d n e u m b e r e s n a i a b d r e s a e d s , p a s s w o e d p e c i w a l t r t h e y m b e a s d h e p i a r r e n o t g s u a r d i a n s .

W h i l t h e l u b a s s e c u w i e r e l n e e s t s w o a r k e , m p l y o e s ' u s a g e f t h e C l u s t e r w o r k l , u d e v i o p , e r s o c h e a v l i a c t e h e l u n b a y n o b e p r a t e t . h e l u r b e s e i s t v h e i g t h d n s p e c e t a , r o h i , v e s t i g a s t t e a f m e m b e r s p e r s o c h e a v l i o c r e l u d e v i a c s e v e l a s a r y u s e n t h e l u b s e r v e n e t w o r k , n t e r i n r e c t l , u d u i n g l t i m i t t e d m a i s l e , a r c h e s , a n d w e b s i t e s i t a e n d i . n f o r m a i n t n e c o l n u , p l a s s y w o t d a i s t a n s m i t s t e a d r , a n d / r o e c e i t v h r o u c g h u d e v i a e s c o m m u n i c a t a y b e a s c c e s s n e d i t o r r e v i , e w e n d , / p u r g e d w i t h o u t i c e .

A n e m p l y o e o r v o l u n t p e r e e r s u n v e s e o n l i t h e a t e r s t a t e m e a n d t e a n d e r w e b s i v i f e s i v i e l d e a t t r i b u t t a h b l o e s & G i r d l s u d o f l a e k T a h o e s t a r n a f y n o t u s a r y C l u d o r p e r s o c h e a v l i a e t s h e l u t b o e n g a g e i n c y b e r b u l A n y d y n g e r b u l t h y i t s h e g t e r m i t o d e i d s r t u p e a f y e t a n d / w e r l l - b o e f f i m e l u s t a n e m b e r o s r c o m m u n i s s u b j e o t d i s c i p a c t i a p r o c u r e o n r e i n s t r i b u t o i r o n n o g h i t c h , r e a t e n i n g , h a a r s s i o l g s c e p r e o f a l n e e w d n f l a m m a t l d r e g r a h e t h i c a l l a n g u a g e m a g e s a C l u d e v i v i e r e s u l n t m e d i t a e t r e m i n a t i o n . I n a p p r o p r i e a n t e d u d o y n g i g h t o l a t d i o r n e s c o m m u n i c a t i t a b n C l u n b e m b e a n d t h e r o l a t i e s o s i i t e h d p s l i m a y r e s u l n t d i s c i p a c t i a n d n c l u d e i n g i n a t i o n .

D R E S S A N D A P P E A R A N C E

I f i s m p o r t t a p r t o j a p o d s i e t a i n v o r o f e s s i m a n g l e d u m e m b e r s , p a r e n t o s v o r e k r s a n d h g e n a l p u b l i c l e m p l y o e a r e x p e c t e d d r e s s a m a n n e r o n s i s v t i e t s h a f y e g t o o l y g i e n r e e , s p e a n t d e i a g r o l m e d e t l o u y o u t h .

A l e m p l y o e s a r e a c c e t s o n a b u n d a n t B o y s & G i r d l s u s b a g s u c h a s t - s h i v e t s t , f l , e e f e s a n n e a l t s a n d t h e t e m s h a c t a d e w o r n o r u s e a t w o r k W h e r s t a l f e v e e m p l y o e n t h e B o y s & G i r d l s u b

I o g o s e a d g m u s t e r e t u r n t h e d a y r e h p r o p y e a f t h e l u a b n d v i b e
d i s p o s e a p p r o p r i t a e t n e s l u y r e a t t h e d y o n o b e c o m e n p r o p y e a f t
s o m e o m e a s s o c i a t t e h e l u s t a s f f o u a d v o l i w e a r i o m g
d i s p i l a B g o s & G i r d l s u s b a g o u t s b d v e r k o u r a s n d e m i n d f o d l
t h e a r t i a n d e h v a i o r h e m e a r i t h g e l r u c b l o t o f e s s a i n t d e f o r e
o r a f t w o r k s a r y t i m e e v y e a t h e l u l b o g t o h e a y r s t i r l e p r e s e n t i n g
t h e l u b

F o r s a f y e a t n d o r m y a h i a m e a g n s u s t e w o r w h i w e r k i w i g h
m e m b e r l s a n a m e a g s o s t t h e m p l y e e i s e s p o n s b o d y e n f g o a r
r e p l a c e t h e c o l l a m e t a v g s b e r e p l a v i e t d h a t a r g e .

W h e r a p p r o p r e i n a p t l y e o e s n u s t w e a p r o t e e c t l i o v t h o i r s n a g f y e g t e a r
t q e r f o r h m e j i o d u t i e s t h i s n g u d e w o r w h i o h i o l a t r e s
c o m p r o m a y o f t h e l u s t a f y e r t u l e r p o l i c P i l e e s a u s e e o m m o n
s e n s l e r a d d i t t i o n a r i t h g e l u s b a g p r v o i d e d e s c r i p t f i r o n p s e r
a t t a n d e c o r t u m a n t e e t t s h e l u s t a n d a a r e s p l a i b e e d w

We a p a n b s s h o r t t h s a t r p a c t i f c o a r l e n d i o n e g r r u n n i n g ,
s t r e t c h a m r g y o i r w a g l k i a r c g o v a s i t e a i r n .

C l o s t e d a n d l o s h e e d e s l h o e n s u s t e w o r d u r i p h y s i c a l
a c t i v i t i e s .

H a t a r e e c o m m e n v a l h e e d o u t s i d e r e s a t o r c o l c o n d i t i o n s .

C o v e r t a t t i o f l s e i y n c l w d i e d s p i c t u t r h e a s t o u b e d e e m e d
o f f e a t o m e m b e o s o t h e m p l y e e s .

J e w e l s h y u r l o p o s a e s a f y e h t a z a t r a l h e t a o f r m e m b e r s .

E m p l y e e s v h o m a l e o r s e r e v o o n d u s t w e a f r o o s d a f g e l v e s .

D a r g l a s s b a s i t n h i e b y i c t o n t a c t o p e r m i t u t e l d e s s
p r e s c r i d o n e d i c a e l a s d y n o p t o m e b o r i p s h t t h a l m o o l r o g i s t

w o r o u t s i t o p e r o t f e c o s m u n l i g h t .

G u m c h e w i i n s g o a l l o w e d .

O u t d a c c r t i v o d i c e s i d n y e m p l y e e s h o u d r d e a p p r o p r f a t e l y
t h e a t h e l r o t h a i n n d g o e a g e h a t i m U v s x p o s u n e g h l y
r e c o m m e n s l e d a h s w i d e - b r i h m a n t e s d u n g l a s s o e s s l , e e s v a n d
l o n g s h r o t r l s o n p g a n t E m p l y e e a r e n c a u g r e t l o v e a r b r o a d
s p e c t w a i m e r e s i s t a n s t r o e f 3 0 5 P f o r m o r a n d a p p l i y a l l
u n o v e r e a d r e a s l e a f s i t f t n e i n n u t b e e s f o g r o e i n o g u t s a d d h e e n e r y
t w o u r n o s u n s c r i e s v a n t e r p r a n o s f u n s c r s e o n u d e t e a p p l i e d
a f t w a r t e a r c t i v o r e i c e s s e s w e a t i t m e c l u v i p l v o i d s e u n s c r e e n
f o t h i p s u r p o l s e w e v s u n s c r l e o e t n i o s n p a y s h o u d e s e l a p p l i e d .

PHONETIC AND TEXTING

P e r s o p a b n e a l a n s d e x e t c h a n g a e r s d i s c a o g u e r d u r i v o g r k i n g
h o u r l s a n e m p l y e e r e c e s a v p e r s o m a d l t t h e l u d u r i p n r g o a g m

hours as a volunteer. The Board of Directors may, at its discretion, authorize the Board to waive the above provisions in exceptional circumstances.

SMOKING AND VAPING

Smoking and vaping are prohibited in all areas of the University, including but not limited to classrooms, offices, laboratories, libraries, and other indoor spaces. The University is a smoke-free and vape-free campus. Violations of this policy may result in disciplinary action.

SOLICITATION AND DISTRIBUTION OF LITERATURE

The Board of Governors and the Board of Trustees prohibit the solicitation and distribution of literature on the University campus. This includes door-to-door canvassing, the distribution of flyers, and the distribution of literature to students, faculty, or staff. Exceptions may be made for certain organizations and events.

Staff and faculty members are prohibited from soliciting or distributing literature on the University campus. This includes door-to-door canvassing, the distribution of flyers, and the distribution of literature to students, faculty, or staff. Violations of this policy may result in disciplinary action, including suspension or termination.

VII. CODE OF ETHICS

This section contains the Code of Ethics for the Board of Directors and the Board of Trustees. The Code of Ethics sets forth the standards of conduct that are expected of all members of the Board. The Code of Ethics is intended to guide the Board in its decision-making and to ensure the integrity and transparency of the Board's actions.

PERSONAL INTEGRITY

A person who is a member of the Board is expected to maintain the highest standards of personal integrity. This includes, but is not limited to, the following:

- Respect the confidentiality of information received in the course of their duties.
- Ensure that all actions are taken in the best interests of the University.
- Set an example of high ethical standards and professional conduct.
- Honour the University's reputation and values.
- Promote the University's mission and goals.

PROFESSIONAL EXCELLENCE

As a nonprofit organization, Boys & Girls Clubs of America is committed to providing a safe and secure environment for all children and youth. We are dedicated to the highest standards of professional excellence and to the continuous improvement of our programs and services. We are committed to the highest standards of professional excellence and to the continuous improvement of our programs and services.

If management had minimal responsibility

Employee development and communication.

Employee achievement and recognition.

Employee satisfaction and engagement.

Employee retention and turnover.

Employee safety and health.

As a nonprofit organization, Boys & Girls Clubs of America is committed to providing a safe and secure environment for all children and youth. We are dedicated to the highest standards of professional excellence and to the continuous improvement of our programs and services. We are committed to the highest standards of professional excellence and to the continuous improvement of our programs and services.

Strategic planning and implementation.

Financial management and reporting.

Human resources management.

Marketing and public relations.

Legal and compliance.

Information technology.

Facilities management.

Quality assurance and improvement.

Community relations.

Volunteer management.

RESPONSIBILITY OF VOLUNTEERS

Volunteers of Boys & Girls Clubs of America are committed to the highest standards of professional excellence and to the continuous improvement of our programs and services. We are committed to the highest standards of professional excellence and to the continuous improvement of our programs and services.

Supporting the organization's mission and vision.

Respecting the organization's policies and procedures.

Prv oi doep port u fi b t t h e i s a r l e a n t d n t e r t e d b e s x p r e s s e d .
I m o l e w o l u n t a e a r s p r o p t i e a l t a n o h a s e f h e
d e c i s i o n - p m a c k c i e n s g s .

A s s i i s t t h e e v l o p m a n t h e n d e r s t a o f d h e g l e f s
v o l u n t a e e m p l o y e e s r e s p e e c t y s e t l e s a r a n d a r f d s
p e r f o r m a o v e u n t e a n r o s p p r o p r i a t e l e g y t h e i r
c o n t r i b u t i o n s .

Prv oi d o e n e f a i n t o s r e r e q u t o v o l t e r s t e v h r i s a h r e o n s i s t e n t
w i t t h s p i o f v d l u n t e e r i s m .

VOLUNTEER EXPECTATIONS

L i e k t h e t a v o f l u n t e e p s e s t h e b y s & G i r d l s u d b l a k T a h o a e n d
s e a n e x a m p l e t h i c c a r d u a n t o p r o f e s s i o n a l i s m .

V o l u n t e e r s v i t e h e o d e f e t h i o d t s h e l u a b n e n s u t r e a t h e y
a d h e r t o h e s p i o f t h e o d a e n d i , a p p l i c a t i o n m a k i n g p o l i o r y
m a n a g i t h e f f a o i f r s e r g a n i z a t i o n .

N o v o l u n t e e r s h o w i m g a l l e y a s t a t e n o e r t a k a c t i i o n t e n t o e d
i n f l u e n c e e n d u o f t t h e l u f b o f r i n a n b e i n a e l o f a t y k i n f d o r
t h e m s e e s l a m e m b e o r f t h e i i m m e d i a t e r o y c o r p a d r i o m w h i c h
t h e o y r t h e f i a m i m e y m b e h r a s s i g n i f i c a n t a s s t o c k h o l d e r
d i r e c t o r f i c e r

I f t h e r e a r y c o n f a i n o b t e n d o n a f i b f i n t t e r f e s t h e m b e o r f t h e
B o a r d D i r e c t o r s e x e c u t e C o m m i t t e e m e m b e s r h a d i l s c l o s e
t h e o n f o b f i n t t e r a s s t o a n s t h e a y r a w a r e f i a n d b s t a r o m
v o t i o n a r y r e l a t e d t o t h e s c l o a s n u d e s t e n v i i b o m e c o r i d e d
t h e m i n u t e t s h e e t i n g .

DONOR RELATIONS

D o n o r s e p l a c t e d e s i u p p o i r t t h e b y s & G i r d l s u b t h e
r e s p o n s i b i l i t y e s o t o v i o l a t i t e s u a r t d w h e r a e p p l i c a b l e ,
t h e s y h o u l d :

M a k e f u a n d f a d i r s c l o s e f a i l e f o r m a e i l a e n t o d o n o r s o u t
h o w h e d o l l a r s p e n t .

S p e n t d o n o m o n e y i s e d f y f i c i a e n t b j y e e l t y v

O b s e e r d o n o w s s h o e s v h e r t e a l l o d a n t e d o n a t i o n s .

B e g o o s t e a w d o s f d o n a t i u d n e s d t o p r v o i d e a l a r a i n d e s e n e f i t s
t o b y s & G i r d l s u s b t a f i n d e a f i r f r o m x p e n d i t t u a d t o s o t
d i r e a t a r y c t e h e m i s s i o t h e b y s & G i r d l s u d b l a k T a h o e .

VENDOR RELATIONS

V e n d o m u s s h e t r e a f e d t o a y o i f d a o r i t o r s t h e a p p e a n r c o e f
i m p r o p r i e m p l o y e e s h o u a d h e t o h e o l l o g v u i n g e l i n e s :

affordable and other support to our workforce to help them and their families
 services to help them and their families.
 Conduct a comprehensive review of the current and proposed benefits and
 programs to ensure they are cost-effective and meet the needs of our employees.

CONFLICT OF INTEREST

Employees and their family members cannot engage in any financial or other
 activities that conflict with the interests of the company. Employees are prohibited
 from using company resources for personal gain or to promote a competing business.
 Employees are prohibited from disclosing confidential information to competitors or
 other unauthorized persons. Employees are prohibited from accepting gifts or
 favors from vendors or other parties with whom the company does business.
 Employees are prohibited from using company information to engage in any
 business that competes with the company.

OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES

Outside employment and other activities are permitted provided they do not
 conflict with the interests of the company. Employees are prohibited from
 using company resources for outside employment or other activities. Employees
 are prohibited from disclosing confidential information to other parties.
 Employees are prohibited from accepting gifts or favors from vendors or other
 parties with whom the company does business. Employees are prohibited from
 using company information to engage in any business that competes with the
 company.

VIII. BENEFITS & TIME OFF

EARNED TIME OFF

Both full-time and part-time employees are eligible for earned time off ("ETO")
 or vacation. Temporary / seasonal employees are not eligible for earned time
 off or vacation.

Full-time employees accrue vacation according to the following schedule:

<u>Years of Service</u>	<u>Annual Vacation Benefit</u>
0 through 5 years	0.0800 per hour worked
6 through 10 years	0.1000 per hour worked
Over 11 years	0.1200 per hour worked

Part-time employees accrue vacation according to the following schedule:

<u>Years of Service</u>	<u>Annual Vacation Benefit</u>
0 through 5 years	0.0400 per hour worked
6 through 10 years	0.0500 per hour worked
Over 11 years	0.0600 per hour worked

Earned time off is accrued on a pro-rata basis based on hours worked during the
 year. Employees are not eligible for earned time off if they are on a leave of absence
 or if they are a temporary or seasonal employee.

where the Director is not satisfied that the employee's absence is due to a medical condition.

Statutory sick leave is available to employees who are unable to perform their normal duties due to a medical condition. The maximum period of statutory sick leave is 180 days in any 12-month period. Employees must provide a medical certificate from a registered medical practitioner to qualify for statutory sick leave.

An employee's absence due to a medical condition is considered a medical condition if it is a physical or mental condition that prevents the employee from performing their normal duties. The absence must be certified by a registered medical practitioner. Employees are entitled to statutory sick leave for up to 180 days in any 12-month period.

Requests for sick leave should be made to the employee's supervisor as soon as possible. The supervisor should be provided with a medical certificate from a registered medical practitioner. The employee's supervisor should be provided with a copy of the medical certificate. The employee's supervisor should be provided with a copy of the medical certificate. The employee's supervisor should be provided with a copy of the medical certificate.

All vacation leave is accrued on a pro-rata basis. Employees are entitled to a minimum of 14 days of vacation leave per year. Employees are entitled to a maximum of 28 days of vacation leave per year.

SICK LEAVE

All duration of leave for employees is 16 days per year. Employees are entitled to 16 days of sick leave per year. Employees are entitled to 16 days of sick leave per year. Employees are entitled to 16 days of sick leave per year.

For all employees, unless otherwise specified, the above provisions apply to full-time employees. Part-time employees are entitled to a proportionate amount of leave.

responsibility in the event of a request for the
of, if necessary, to the appropriate authority.

EARLY DEPARTURES

As a member of the company, you are expected to
attend work as a member of the company. The company
prescribes the following rules for the use of the company
reception and attendance penalties.

An employee who requests to be absent from work
for personal or family reasons must apply to the
appropriate authority in advance.

When a supervisor is notified of an absence, the
employee must provide a valid reason for the
absence. The company will not be responsible for
the cost of the absence. The company will not be
responsible for the cost of the absence.

CLUB MEMBERSHIP

Employees who wish to join a club must apply to the
company in advance. The company will not be
responsible for the cost of the membership. The
company will not be responsible for the cost of the
membership. The company will not be responsible for
the cost of the membership.

To be eligible for membership, you must be a
resident of the United Kingdom. The company will
not be responsible for the cost of the membership.
The company will not be responsible for the cost of
the membership. The company will not be responsible
for the cost of the membership.

HEALTH PLAN

Pursuant to the requirements of the Health Insurance
Act, the company provides a health insurance plan for
employees. The company will not be responsible for
the cost of the health insurance plan. The company
will not be responsible for the cost of the health
insurance plan. The company will not be responsible
for the cost of the health insurance plan.

SUPPLEMENTAL INSURANCE

An employee who wishes to purchase supplemental
insurance must apply to the company in advance. The
company will not be responsible for the cost of the
supplemental insurance. The company will not be
responsible for the cost of the supplemental insurance.

F A M I L A Y N D M E D I C A L L E A V E

The Boys & Girls Club of America is a national nonprofit organization that provides a safe and healthy environment for children and youth. We are currently seeking qualified individuals to join our team. The position is full-time and requires a minimum of a Bachelor's degree in a related field. The successful candidate will be responsible for providing high-quality care and support to our members. For more information, please contact our HR Department at (800) 555-1234.

Please note that we require all applicants to be at least 18 years old and have a minimum of two years of experience in a similar role. We are an equal opportunity employer and do not discriminate on the basis of race, gender, or ethnicity. The salary for this position is \$15.00 per hour. If you are interested in applying, please submit your resume and cover letter to careers@boysandgirls.org.

Familia Medica de la Calle Avenida (CFRA) es una organización sin fines de lucro que brinda servicios de salud y apoyo a la comunidad. Actualmente estamos buscando personal calificado para unirse a nuestro equipo. El puesto es de tiempo completo y requiere un título de grado mínimo en un campo relacionado. El candidato exitoso será responsable de brindar un cuidado y apoyo de alta calidad a nuestros miembros. Para más información, por favor contacte a nuestro Departamento de Recursos Humanos al (800) 555-1234.

Bird Family Child Care Center is a licensed child care facility that provides a safe and healthy environment for children and youth. We are currently seeking qualified individuals to join our team. The position is full-time and requires a minimum of a Bachelor's degree in a related field. The successful candidate will be responsible for providing high-quality care and support to our members. For more information, please contact our HR Department at (800) 555-1234.

Any full-time position employees who have a background check that is pending or incomplete will not be considered for this position. CFRA is an equal opportunity employer and does not discriminate on the basis of race, gender, or ethnicity. The salary for this position is \$15.00 per hour. If you are interested in applying, please submit your resume and cover letter to careers@birdfamily.org.

CFRA is a job-protected position that provides a safe and healthy environment for children and youth. We are currently seeking qualified individuals to join our team. The position is full-time and requires a minimum of a Bachelor's degree in a related field. The successful candidate will be responsible for providing high-quality care and support to our members. For more information, please contact our HR Department at (800) 555-1234.

Any full-time position employees who have a background check that is pending or incomplete will not be considered for this position. CFRA is an equal opportunity employer and does not discriminate on the basis of race, gender, or ethnicity. The salary for this position is \$15.00 per hour. If you are interested in applying, please submit your resume and cover letter to careers@birdfamily.org.

commented that the defendant's performance was not as good as it should be, and that the defendant's performance was not as good as it should be.

The defendant's performance was not as good as it should be, and that the defendant's performance was not as good as it should be.

Pregnancy disability leave is a type of leave that is taken by a pregnant woman or a woman who has recently given birth. It is a type of leave that is taken by a pregnant woman or a woman who has recently given birth.

Family Medical Leave Act (FMLA) is a law that provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year for specified family and medical reasons. It is a law that provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year for specified family and medical reasons.

Leave of absence is a type of leave that is taken by an employee who is unable to work for a period of time. It is a type of leave that is taken by an employee who is unable to work for a period of time.

Leave of absence is a type of leave that is taken by an employee who is unable to work for a period of time. It is a type of leave that is taken by an employee who is unable to work for a period of time.

could suitably offset benefits.

IX. SAFETY, HEALTH, ENVIRONMENT, & SECURITY

EMERGENCY PROCEDURES

Stawif b e t a i n a d d a m i l e d w i t a l e m e r g e n c y p r o c e d u r e s , i n c l u d i n g t h e s a f e t y a c t i o n s w i t h e l d r e s p o n s i b l e f o r t h e p r o t o c o l s f o r c o n f e h p r o c e d u r e s a n d e m e r g e n c y p r o c e d u r e s o t o a p o b s t i t u t e t h e m e r g e n c y p a r t i c i p a n t .

I n c a s e o f e m e r g e n c y , t h e c o m p a n y m a y d i a g n o s e a n d t a k e t h e n e c e s s a r y a c t i o n s i n a n d i r e c t i o n o f t h e s i t u a t i o n . S o m e o t h e r o f f i c e r s a n d e m p l o y e e s m a y b e a s s i g n e d t o h e l p t h e D i r e c t o r / C E O .

I n t h e e v e n t o f a n e m e r g e n c y , a l l e m p l o y e e s m a y b e r e q u i r e d t o f o l l o w t h e p r o c e d u r e s o u t l i n e d i n t h e e m e r g e n c y p l a n . A l l e m p l o y e e s m a y b e r e q u i r e d t o p a r t i c i p a t e i n e m e r g e n c y d r i l l s a n d e m e r g e n c y e x e r c i s e s .

T h e c o m p a n y m a i n t a i n s a n d u p d a t e s i t s e m e r g e n c y p l a n . A l l e m p l o y e e s m a y b e r e q u i r e d t o p a r t i c i p a t e i n e m e r g e n c y d r i l l s a n d e m e r g e n c y e x e r c i s e s .

T h e e m e r g e n c y p l a n i s e v a l u a t e d a n d u p d a t e d r e g u l a r l y . T h e D i r e c t o r / C E O m a y r e v i s e t h e e m e r g e n c y p l a n a t a n y t i m e .

CRITICAL INCIDENTS

I n t h e e v e n t o f a c r i t i c a l i n c i d e n t , t h e c o m p a n y m a y b e r e q u i r e d t o t a k e a c t i o n t o p r e v e n t t h e i n c i d e n t f r o m b e c o m i n g a c r i t i c a l . T h e c o m p a n y m a y b e r e q u i r e d t o t a k e a c t i o n t o p r e v e n t t h e i n c i d e n t f r o m b e c o m i n g a c r i t i c a l .

R e p o r t t h e i n c i d e n t t o t h e D i r e c t o r / C E O a n d t h e e m e r g e n c y M a n a g e m e n t T e a m . T h e e m e r g e n c y M a n a g e m e n t T e a m m a y b e r e q u i r e d t o t a k e a c t i o n t o p r e v e n t t h e i n c i d e n t f r o m b e c o m i n g a c r i t i c a l .

T h e D i r e c t o r / C E O m a y r e v i s e t h e e m e r g e n c y M a n a g e m e n t T e a m a t a n y t i m e .

T h e D i r e c t o r / C E O m a y r e v i s e t h e e m e r g e n c y O p e r a t i n g P r o c e d u r e s a n d t h e e m e r g e n c y s e r v i c e c o m m u n i c a t i o n p r o c e d u r e s a n d t h e e m e r g e n c y n e c e s s a r y o p e r a t i n g p r o c e d u r e s a n d t h e e m e r g e n c y c o m m u n i c a t i o n s c o m p l e t e d .

Dur i angd mme di aatfetlayrri s it sver y mpor tt dhratt
emplyoe pol i d e r p d q u e s t i f o r t h m e d i t a d h e f f i c i a l
s p a e k s p e r s o n e l u b s u a t h e x e c u t i v e D i r e c t o o r a C E O
B o a m e m b e r

INCIDENTS, INCIDENTS, INCIDENT REPORT(S) (SI CR)

Emplyoe s i d u l a n i n c i d e n t e p t o (r l t C R) a r y m e m b e a r c c i d e n t ,
i n c i d e m j t , u o r r y n i s b e h a r h o v t c o m p l e t e C R s p a r o t f
o n b o a r d h o g g o i p r g o f e s s i e o n a l p m e l n C t R . o r r a s e b t a i n e d
f r o m h e i t c e o r d i n a t h e f i n i s l , w e i t t h h e i r e o t f o p r e a r t i o n s
S a f e a t n o p a s s e n t o t h e x e c u t i v e D i r e c t o r i C R e o r r a s e n t e r e d
i n t o t h e l u b a t a b a s e c o p y s i e v n t o t h e m e m b e r s p a r e o r t
g u a r d i a n g e m p l y o e m a y r e f t e o p r e v i l o u s o r m s i d e r y t i f
e s c a l a b e i h v a i g o m s o n i t t o r e n a l s d o p r v o i d e u p p o r t h e
m e m b e r C R o r r i s o g o o d r i m p v e o d b e h v a i c a r r e n c o a g r e a d n d
r e c o m m e n d e d .

I C R o r m s a y a l s o e u s e f d o e m p l y o e a s w e l s i . m i t a n r e m b e r a s n ,
I C R o r m a y b e f i l d e d o a r n a c c i d e m t i , d i e m j t , u o r r y n i s b e h a r

I f a s e r i w o r - k r e l a t t d h o e r i s s j u r i e s t u d e o l l o w i n g :
a s w e l a s n e n t i r y t h e S H A f o r n o o g E . x a m p l o e s s e r i o u s
w o r - k r e l a t t d h e a s n d e r s j u r i e s t u d e o l l o w i n g :

A n y w o r - k r e l a t t e d o r r i y l I n t e h s a s t e s u i l t e s o s f c o n s c i o u s n e s s ,
d a y s a w a y f r o m o r k e s t r i v o t e o t t a n s f t e a r n o t h j e o r b
p o s i t i o n

A n y w o r - k r e l a t t e d o r r i y l I n r e e s q s u i m e d i g d a l e a t n o e r y t h d
b a s f i c r a s i t d

A n y w o r - k r e l a t t e a d j n o c s a e s d e f c a n c e h r o n i r e e r v s i b l e
d i s e a s e a e s t u r e e c d a c k d b o n e o r t e e t a m , p u n c t u e a e r d d r u m s
W o r - k r e l a t t e s d e n o l v i n r e g e d l e s a t n i d k a s r i p s j u r m i e e d s i , c a l
r e m a l h e a r i l n o g a n d u b e r c u l o s i s
A n y w o r - k r e l a t t e d o r r i y l

A s u p e r v i s s i t r m m e d i a r t e e p l o y r f a t y o r i o t t h e e v r e n j u r y
i l l n i e t s h e w o r k p l t a c a e l / O S A H A t h e t l n e a s n d e r s j u r i e e o r d e d
m u s t h e a s s e s w i e t h s i e n d a y s t o e t e r m i f n h e a s i e s e c o r d a b l e
u n d e r S H A e c o r d i e q q i r e m e f n t s n , e v a s c e r a r e c u r r e f a o e
e x i s t i n r e a n d f i t s l e t e r m i t n o e e d w o r - k r e l a t t e d d l e f n t h e a s e
m e e t t s h e e c o r d i e q q i r e m e h r e t m s p , l y o e m u s w o r w i t t h h e i r
s u p e r v t i o s i o r u l t h e C R a n O S H A f o r n o o g M i n o m j u t h a s
r e q u i b a s f i c r a s i t d o n o t h e e t d b e r e c o r a s a d l C R n i r t h e S H A
L o g n l e t s h e r p o t e n f t o g a r l e a t a j u r i y l I n t e e s s c . u r

A l e m p l y o e l C R o r r a s e t o r i e t d h e l u b a t a b a s a e t l e a f s i e v
Revised: 1/2/2026

year 2019. The Commission has received information from the Department of Justice (DOJ) regarding the activities of the FBI and the Department of Homeland Security (DHS) in the area of workplace surveillance. The Commission has also received information from the Department of Labor (DOL) regarding the activities of the Occupational Safety and Health Administration (OSHA) in the area of workplace surveillance.

WORKPLACE SURVEILLANCE

The Commission has received information from the Department of Justice (DOJ) regarding the activities of the FBI and the Department of Homeland Security (DHS) in the area of workplace surveillance. The Commission has also received information from the Department of Labor (DOL) regarding the activities of the Occupational Safety and Health Administration (OSHA) in the area of workplace surveillance.

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Employees are prohibited from using company resources for personal use, including the use of company email accounts, internet access, and other company resources for personal use. This policy applies to all employees, regardless of their position or level of access to company resources.

WORKER'S COMPENSATION

Workers' compensation is a form of insurance that provides benefits to employees who are injured or become disabled as a result of a work-related injury or illness. The Commission has received information from the Department of Labor (DOL) regarding the activities of the Bureau of Workers' Compensation (BWC) in the area of workers' compensation.

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benefits of the health plan coverage report to the employees' salary survey.

EQUIPMENT

All equipment is jointly owned by the employees and the employer. The equipment is used for the work of the organization. The equipment is used for the work of the organization. The equipment is used for the work of the organization.

The organization is not responsible for the equipment. The organization is not responsible for the equipment. The organization is not responsible for the equipment.

The organization is not responsible for the equipment. The organization is not responsible for the equipment. The organization is not responsible for the equipment.

The organization is not responsible for the equipment. The organization is not responsible for the equipment. The organization is not responsible for the equipment.

The organization is not responsible for the equipment. The organization is not responsible for the equipment. The organization is not responsible for the equipment.

KEY AND ENTRANCE CODES

Employees are responsible for the equipment. Employees are responsible for the equipment. Employees are responsible for the equipment.

The organization is not responsible for the equipment. The organization is not responsible for the equipment. The organization is not responsible for the equipment.

with any member of the Board of Directors of the Company. The Board of Directors shall have the authority to hire, fire, and discipline any employee of the Company.

Employees shall be subject to the same discipline as any other employee of the Company. The Company reserves the right to discipline any employee for any violation of the Code of Ethics, including but not limited to, the following: (a) any act of dishonesty, (b) any act of fraud, (c) any act of embezzlement, (d) any act of misappropriation of assets, (e) any act of harassment, (f) any act of discrimination, (g) any act of retaliation, (h) any act of breach of confidentiality, (i) any act of violation of applicable laws and regulations, and (j) any act of violation of the Company's policies and procedures.

SUPERVISORIAL EMPLOYEES' CHILDREN

The Board of Directors may need to hire or fire employees of the Company who are the children of a supervisor. The Board of Directors shall have the authority to hire or fire any employee of the Company who is the child of a supervisor, provided that the hiring or firing is based on the employee's performance and qualifications, and not on the employee's relationship to the supervisor. The Board of Directors shall also have the authority to discipline any employee of the Company who is the child of a supervisor, provided that the discipline is based on the employee's performance and qualifications, and not on the employee's relationship to the supervisor.

Any employee who is the child of a supervisor shall be subject to the same discipline as any other employee of the Company. The Company reserves the right to discipline any employee for any violation of the Code of Ethics, including but not limited to, the following: (a) any act of dishonesty, (b) any act of fraud, (c) any act of embezzlement, (d) any act of misappropriation of assets, (e) any act of harassment, (f) any act of discrimination, (g) any act of retaliation, (h) any act of breach of confidentiality, (i) any act of violation of applicable laws and regulations, and (j) any act of violation of the Company's policies and procedures.

NON-CLACTIVE MEMBERS

Employees who are non-clactive members of the Company shall be subject to the same discipline as any other employee of the Company. The Company reserves the right to discipline any employee for any violation of the Code of Ethics, including but not limited to, the following: (a) any act of dishonesty, (b) any act of fraud, (c) any act of embezzlement, (d) any act of misappropriation of assets, (e) any act of harassment, (f) any act of discrimination, (g) any act of retaliation, (h) any act of breach of confidentiality, (i) any act of violation of applicable laws and regulations, and (j) any act of violation of the Company's policies and procedures.

VEHICLE FETTER (TRANSPORTATION)

The Company may only provide a vehicle to an employee who is a full-time employee of the Company. The Company reserves the right to provide a vehicle to any full-time employee of the Company who is a member of the Board of Directors, provided that the vehicle is used for business purposes only. The Company reserves the right to discipline any employee for any violation of the Company's policies and procedures regarding the use of a vehicle, including but not limited to, the following: (a) any act of driving under the influence of alcohol or drugs, (b) any act of driving recklessly, (c) any act of driving while using a mobile phone, and (d) any act of driving while distracted.

Employees who are provided a vehicle by the Company shall be subject to the same discipline as any other employee of the Company. The Company reserves the right to discipline any employee for any violation of the Company's policies and procedures regarding the use of a vehicle, including but not limited to, the following: (a) any act of driving under the influence of alcohol or drugs, (b) any act of driving recklessly, (c) any act of driving while using a mobile phone, and (d) any act of driving while distracted.

bo aotp ært cærn d i s n o f o p e r s o u s æ d A . I C I u n b e m b e a s æ t a æ f
we l a s o t h p e r s o n i n o l l e v d i r s m a b b a o t p æ r t i o m u s s a d h e t r e
t h e p æ r t i o p r a d c e d a n e s a f y e p t r o t o s p e s i i f r i t h e o a s t a f y e t
P l a B o t t h b i r e d a o t p æ r t c æ r n C I u p b r o a g m d i r e c a r o e s
r e s p o n s i b e n e u r a l p l g o t o a n o p s o c e d i u r t e s o a s t a f y e P l a n
a r e o l l o w e d .

AQUATISCAFETY

W a t e s r a f y e t s r i t w h c e a t l h p e l y a i n o g n a s l i n p l i c d r p l u n g i i m t g a e k
T a h o e m e m b e m s s b e s u p e r v f i s a e r y d k i n o d f w a t e p r l y a A c e r t i f i e d
l i f e g i u s a e d u i f r o a r d y l a e k o r p o o s l w i m m i a n c g t i v i m e i m e s e m a y
n e e r s w i a n l o a e d i v e e s t a s r e t r o n e g l c y a u g r e d l o r s e y p a l n a d
b r e a t h - h g a d n e a r g a o p e r m i t s t u e n d r o t e c s t u r o s c r a e r e d h ,
s t y a i n h g d a t e a d r p r e v n t a e t m i e v a s u r i e n s p a t e f v o a r q u a s a f y e t
O t h e m e r g e a n o p æ r t i o p r a d c e d f u o w a s t e s r a f y e a t r e u t l i i m e d
t h A q u a s a f y e P l a n .

TRAVELXPENSES

T h e C I u r b e i m b u e m p l y e e f o r r e a s o n a t o d h e c e s s w a r r y k r e l a t e d
t a v e l e x p e n a e o s u t l i b n e d d o w

A C I u b - o w e l e i d d l s t e h p r i m a r y o d e f t a n s p o r o f f s i t e ,
w o r - k r e l a t e d T h e f a c i l i t a i n a g i e r e s p o n s i b i l i t y c e k i v e d i c l e
m a i n t e n a r e p e a i a m s f , u e s l u p p V e y h i c a r e i s n s p e o y t e h d e a c i l i t i e s
M a n a g e r r i t o e a c h s e o s a f y e t l e a n l i a m e s d s e , q u a t u e s l u p p l y
F o r l o n g d e i r s t a m a c n e m p l y e o w i b e p r v o i d a C I u c b r e d i a t r f d o g a s .
R e c e i p t s u b e k e p f o a l g l a p u r c h a s e s .

E m p l y e e s s i p g r s o m a r f s o w o r - k r e l a t e d a r e e i m b u a s t e d e
c u r r e R s a n i l e a r g e m b u r s e a n t e a s t o f j a n 2 . 0 2 4 , h e
r e i m b u r s e a n t e n 7 2 . c 5 e n p s m i l f e o e m p l y e e s e . m p l y e e a r a o t
r e i m b u f s t e a v e l t d h e f i r p s t a o f w o r k o t h e d a y i f i t s h e i r
r e g u b a f i a c n e s t a b l C b s b i d t o e r a n o f f s l i o t c e a t t i h e a y e
w o r k i a n t g h a i t s w i t h 2 i 0 m i l e s t h a n g e l f t a h o l e u i l d e m p l y e e s
w h o c o n d u t a r t e l f r o t m h e d f r f b c C e l u s b i t s e u , c a h s b e t w e s e i n t o e r s o
a n o f f s e i v e t n e t a i t m i t h g a i t s n o r e h a 2 i 0 m i l e s o t m h a n g e l f t a h o e
b u i l d w i n t g e r e i m b u f s t e l e s i u r b s e q u a v e t f r o t m h e i i r i t w b a k
o f f b o c s e i t e .

W h e r e c u r a i n r g f a n e m p l y e e s h o u s e d c u t r h e b o w e c s o t s a t i r f a r e
t h a i t p a c t i a c n a d l o g i s t r i e c a a s l d n y a o t t a r e l t i m a e n d u m b e r f
s t o p s h . e n e v p o s s i b i l r e f , s a h r o e u d e b o c e k d o n a C I u c b r e d i a t r l d f
a n e m p l y e o e m u s t s e h e d w n c r e d i a t r t h e x e c u e D i r e c t o r / C E O
m u s a p p v e o t h p u r c h a s e a r e c e m p s t b e s u b m i t t o e r d
r e i m b u r s e m e n t .

I r a d h e r e v i c t e h a l i f b v n t i h a e l u p b a y s e m p l y e e \$ o a l h l o u r s
e n g a g i e r t a v e l i , n c l u g e i n t g t o a n d r o a m e v e n t t a r i n i o n g ,
c o n f e r e y m c a e t a r i n o , u s o , r a i r p l a a s w e l a l s t i m s e p e m v a i t i f r o g
c o n n e c t i d h o e n s k i i n o g g g a g a p u r c h a s i i e n t g s t . h e l u d o e s
n o p a y f o t r i m e h e a n e m p l y e e t a e k s a b r e a f k o t r a v e l s , u c a h s e a t i n g
a m e a l s , l e e p o r e g , g a g i n p e r s o n u a r l s u W h e r a n e m p l y e e
a r r e i s a t t h e a v e l a c c o m m o d a t i o n a n d h o o w l e e r t e g o o r w h a t t o
d o n o f u r t h a v e l h o u r a s e n c u r e m p l y e e a r e o t e i m b u f s e d
a l c o l o g a l m , b l i o n g r , u g s a r y k i n d .

D u r i w o r - k r e l a t i v e d a n d w h i a e t e n d i w o g - k r e l a e t e n d t b , o t h
n o n - e e m p t a n d e m p e m p l y e e s v i b e p a i a d t t h e r i e r g u l a t r e .
N o n - e e m p e m p l y e e a r e l i g f o d v e r t i m e i f h e e y x e e e d i g h t
h o u i s a d a y o r 4 O h o u i s a w o r w e e k .

E m p l y e e s v i b e c o m p e n s a t t e h e r i e r g u l a t r e a t t e a n d f f s i t e
c o n f e r e v o c k s , h t a p i n i o n g , t h e r e n a p p v e o d b y t h D i r e c t o r f o r
O p e a r t i o n S s a f y e o t r E x e c u t i v e D i r e c t o r i / f o r e o n p l y e e a t t e r a d s
m e a s p o n s o o r r e d s t e y d s u c a h n e v e n t t , h e v i b e p a i t d h e r i e r g u l a r
r a t e f o p a y . M e a t l i m s e e p a t r e r o t m h e v e n d r o n f e r w i n t e l e b e
p a i A l t . o p t i f r u a n l c t i s a u r c h s a w e l c o m e v a n g o r a s o c i h a l u r
s p o n s o b y B G C A v h e r a e l c o i h s o l i s o s e r e v d t i m e i h b b e
c o m p e n s a t t e e d s e e n t a s r a o m a n d a t , b o u y o n s i d e e r e e d f i t o i a l
a n e m p l y e e s ' u n d e r s t a a n d a n g e p t i a n t t o n B G C A a m i o l f y
e m p l y e e a n d u s u a s t l y e d u b l e e f d o r r a f t a e r o n f e r e a y . c e

W h e r a n e m p l y e e i s a w a y f r o t m h e l u s t m a i s n i t t e h , e l u v b i l l
r e i m b u a r n e m p l y e e f o m e a l l s o d g i a m g t , a n s p o r t c a d s i d o p t o
t h e e c o m m e n d R e s a t o , u t h o f o m e a l i s n c l u a d n e d a i f d o w i t a h
c o n f e r e r w o e k s i n e p i a s t i r t m . p e d i e l m R s a t f o m e a l s o f
J a n . 0 2 1 4 \$ 5 9 - p e d a y , d e p e n d i n t g n e o c a t d r a p p x i o m a t e l y
\$ 2 0 o s 2 p e m e a (l i n c l u t a i a m g t i p t) b e r e i m b u r e s m e p l y e e s
m u s s u b m i t t e m e a r l e c e i A p l t s o b o s w i s h b b e r e i m b u r s e d .

E m p l y e e a r e n c a u g r e t d b o o l k o d g i w h g r t e h e o n f e r e r e e e n i t s
h e l o d r w h e r t e h e o n f e r e r e e e n t h o s h t a s a l l o c a t l e o l o k
d i s c o u m d e r d s o d g i o r f i t w e b e r e i m b u u p t e d h e o s o f t h e
c o n f e r e r e e e n l t o d g b r f g a r n a m o u r a p p v e o d b y t h E x e c u t i v
D i r e c t o r . P a r t i e i e n x g p e n a s v s e l a s m i l e a t g e n d f r o t m h e i r p o r t
a n d h e m e e t i l n o g c a t a i r e r e b y t h e l u a n e m p l y e e s h o u k e d p
a n d s u b m a i t l o d g a n g p a r k i r e g e i f p o t r s i m b u r s e m e n t .

I f s u n d e r s t b e s t o m e e t i w i g s d h o n o p s , t e n d o r a d r a s i , s t a f f
f r o o n t h e b u s i n e s s e s g a n i z a n a y t o a k p l a b e r e s t a a n u o s r
c o f f s e h o p a s n e m p l y e e m a y b e r e i m b u u p t e d 1 p e a p e r s f o o r
c o f f o e a s n a o k \$ 2 5 p e a p e r s f o o r b r e a k f l a u s n t o p r d i n n e r

threats, and appropriate law enforcement.

X. CHILD ABUSE PREVENTION AND RESPONSE REQUIREMENTS

PROHIBITION - ON-ONE-ON-ONE POLICY

Programs that provide for the protection of children and the safety of staff, including the use of appropriate equipment,

Under no circumstances shall any member of the organization be allowed to have any contact with a child or to be in the same room as a child at any time. This policy shall be strictly enforced and any violation shall be cause for immediate removal from the organization.

RESTROUSALITY

It is important that all employees and volunteers be properly trained and supervised. The organization shall ensure that all employees and volunteers are properly trained and supervised. The organization shall ensure that all employees and volunteers are properly trained and supervised.

When a child member is identified as being at risk, the organization shall take appropriate action to protect the child. The organization shall ensure that all employees and volunteers are properly trained and supervised.

It is the responsibility of the organization to ensure that all employees and volunteers are properly trained and supervised. The organization shall ensure that all employees and volunteers are properly trained and supervised.

I f a c h i i l s i c k i n j u r i e t h e e s t r o c h a n g a n g a h a t t e n d i n g
s t a n f e m b e m u s a t t e t n d h e h i w i d t a h c o l l e a p p r u e e a , b r a y
m e m b e o r f t h a d m i n a t s i t t r e a n i . h e e s t r o m o s n b e c l e a o f a d l
o t h e h i l d r e f r o e n e t e r i n g .

A s n e e d e y d u t m e m b e m a y u s e o f s i t e s t r o a n n d s h a n g i n g
f a c i l s t a s e f s o . u w a d i o t u t s i t d e s a e e a s a u d i t s o u r e y i l l a m d e
t d e e p a r c b f t h a u m b e r f y o u t m e m b e g s i n g a n o u t a . m i n i m u m
o f t h r y o e u t a h t a t i m i e s n c a u g r e a d n y o u t m e m b e s s o u b e d a u g h t
b y t h e l u t b o r e p c a r r y t i n a p p r o p e h v a i t e a m o n g l u n b e m b e o s
o t h e w i s t a h C l u s b t a n f e m b e r

M o r e t a d a l t e f o u n d t h e l u s t R e s t r o S o a n f y e P o l i c y

F I R S T A I D T R E A T M E N T

M i n o i r a s i t d o n c e i s u s a h s c u t o s r c a r p e s a b e t r e a l y e p d r o a g m
s t a a f s o n a g s s u p e r v i c a b o e m a i n t a o f a e d t h e m e m b e i r s t h e i r
g r o u p l d t h e t l n e o s r i s e j u s h e s i d e t r e a l y e a d t a r i n e d r a s i t d
s t a n f e m b e P r o a g m s t a s f h o u l s d e h e a d i t o c o n t a d d i t i o n a l
s u p p o r t .

A l l i n j u r i e q s i m o n t e h a a n b a n a l i m u s t e r e p o r t s e i d a g
l n c i d R e p b (t C R) r m .

I f t h e i a g n o s t i r s e a t n e f a n t i n j u r i y l l n r e e s q s u i m r o e s n o g r
r e m o i n c g l o t h t i m e g m p l y e o e a d m i n i s t r e i r a i s n o g U S T o e
a c c o m p a b y i a e n d o t h s e t a n f e m b e i r d e a a l n e y m b e o r f t h e
a d m i n a t s i t t r e a n i . h e m e m b e s h o u h a e p r a o f r o s m u r e v l l a n c e
c a m e s a s w e l a s o t h e m e m b e a s s t a l o u w i t t h h d o o c p e n .
P e r m i s s i o n o r r e m o e c l o t h m i u r s g e o b t a i n r e a t m h e h i l d
u n l e t s h s e a y r e n c o n s c i o u s .

C O N T A C T A N D A C T I V I T T I D S V O I D

S t a s f f o u a d o l i a r y c o n t o c a t c t y w i t a h y o u t m e m b e t r h a c t o u b e d
c o n s i d e m e s c o n s t a s i u n e a d p p r o p s r o i m a e t x e a m p l o e v s h a t t o
a v o i d r w h a i t p r o h i b i i n t e l d u l e o l l o w i n g :

A n y s i t u a t i w a n e (a s n) e m p l y e o e i s a l o w e t a m e m b e o r r o t h e r
m i n o r

E x c l u s i v i e n d w i t h t a p n i s n d i v i c t h u d a n g r o w p y o u t h .

N o n - p a o n g a r c a t i v o i n t a h r y o u t d r t h e f i a m i l (i u e s e a s
e m p l y e o e i s a r e l a b i f t v h e m b e r) .

D r i v a h g m e t o h n l o y n e h i l d .

E n t e r t i n a g e m b e r r s e ' s t r o u n n h s e t s h s e a y r e m p y t o r a n

e m p l y e o e i s a c c o m p a b y i a e s d e c o s t d a n f e m b e r

A n y p h y s i c a l n t a v i c t y b u t t h a c t o u b e m i s c o n s t r u e d .

Time out of the day is to be used for the purpose of the day, unless otherwise specified in the contract. The time of the day is to be used for the purpose of the day, unless otherwise specified in the contract.

Specified in the contract is to be used for the purpose of the day, unless otherwise specified in the contract.

Overnight stay is to be used for the purpose of the day, unless otherwise specified in the contract.

Any late arrival is to be used for the purpose of the day, unless otherwise specified in the contract. Any employee engaged in the business of the company is to be used for the purpose of the day, unless otherwise specified in the contract. Any employee engaged in the business of the company is to be used for the purpose of the day, unless otherwise specified in the contract.

Any comment to be used for the purpose of the day, unless otherwise specified in the contract. Any comment to be used for the purpose of the day, unless otherwise specified in the contract.

REPORTING REQUIREMENTS

All employees shall be required to report any incident to the appropriate authority immediately.

Who must report: All employees shall be required to report any incident to the appropriate authority immediately.

Who may report: Any employee who witnesses an incident shall be required to report it to the appropriate authority immediately.

What to report: All employees shall be required to report any incident to the appropriate authority immediately.

Physical injury or illness shall be reported to the appropriate authority immediately.



Acknowledgement of Receipt of the Employee and Volunteer Handbook



bit.ly/bgccltsafety

This acknowledges that I have received a copy of the Employee and Volunteer Handbook and understand that it contains important information regarding the Boys & Girls Club of Lake Tahoe’s general personnel policies and my privileges and obligations. I will familiarize myself with the material in the handbook and understand that I am governed by its contents. _____(initial)

I further understand that the Boys & Girls Club of Lake Tahoe reserves the right to change or terminate any of its policies, programs, or procedures – except its employment at-will policy – at any time. The Club will attempt to notify me of these changes. I understand that changes will be effective on dates determined by the Club and I may not rely on policies that have been superseded. _____(initial)

I agree and understand that this Employee and Volunteer Handbook is not intended to create a contract of employment for a specified term. Employment with the Boys & Girls Club of Lake Tahoe is not for any specified duration and constitutes at-will employment. Accordingly, I agree that the employment relationship may be terminated by either the Club or me, at any time, with or without notice, and with or without cause. _____(initial)

I also understand that the Boys & Girls Club of Lake Tahoe reserves the right to handle all situations covered in the Employee and Volunteer Handbook or relating to my employment even if not covered in the handbook as it deems appropriate in its sole discretion based on the facts of any particular situation. _____(initial)

I further acknowledge that I will uphold the Child Abuse reporting requirements as set forth by the CA Penal Code 11166, and the Employee and Volunteer Handbook. I understand my responsibility as a “Mandated Reporter.” _____(initial)

I understand that as an employee or volunteer, I may receive information about individuals that must be kept confidential, excluding information as outlined in the child abuse reporting section. I agree to keep information about individuals and/or the Club in the strictest of confidence and will not share with outside parties. _____(initial)

Employee or Volunteer Name (please print your full name)

Signature

Date

For clarification of attributes of policy procedure or organizational operations, please contact Executive Director / CEO.

BOYS & GIRLS CLUB OF LAKE TAHOE ORG CHART

